

Submitting an Event in CampusGroups (Officers Only)

Last Modified on 10/09/2024 11:56 am EDT

Instructions on how to submit events in the CampusGroups calendar for club/group officers.

Before You Start

You will need the following before you can complete this task:

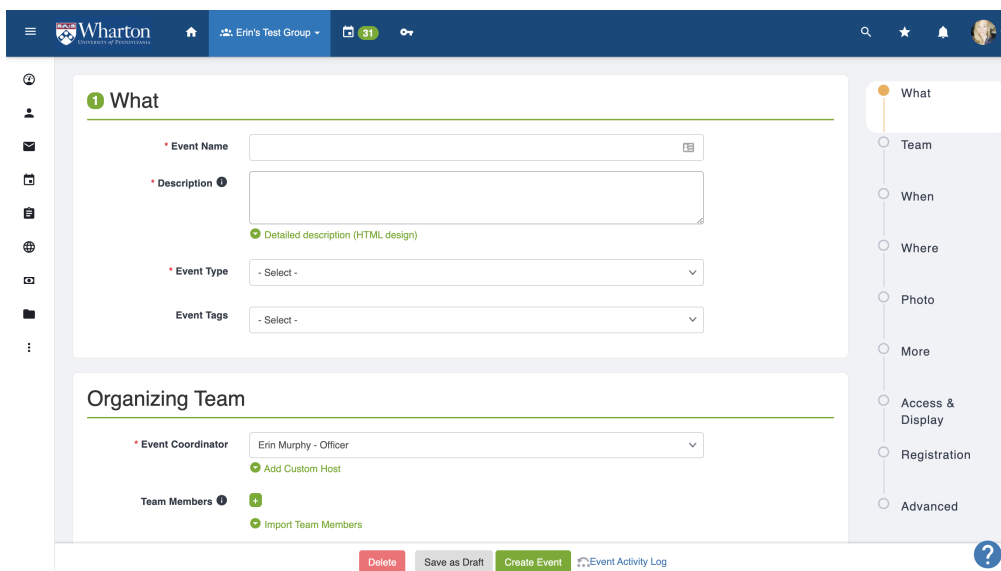
- Your PennKey and password to log into groups.wharton.upenn.edu
- You need to be an officer of a club

If CampusGroups fails to load in your browser repeatedly, please let us know so we can track its performance.

Table of Contents

- [Submitting an Event in CampusGroups](#)
- [Submitting an Event in CampusGroups \(Instructional Video\)](#)
- [Questions?](#)

Submitting an Event in CampusGroups



The screenshot shows the 'What' section of the event submission form. It includes fields for 'Event Name', 'Description' (with a 'Detailed description (HTML design)' link), 'Event Type', and 'Event Tags'. Below this is the 'Organizing Team' section, which has a dropdown for 'Event Coordinator' (currently showing 'Erin Murphy - Officer') and a 'Team Members' section with an 'Add Custom Host' link and an 'Import Team Members' link. At the bottom, there are buttons for 'Delete', 'Save as Draft', 'Create Event', and 'Event Activity Log'. A vertical sidebar on the right contains navigation links: 'What', 'Team', 'When', 'Where', 'Photo', 'More', 'Access & Display', 'Registration', and 'Advanced'.

1. Log in to groups.wharton.upenn.edu and select the group for which you're creating events. Once inside your group's dashboard, click **Events**.

Note: You must be an officer to submit events.

2. Fill out the **Event Name**, **Description**, and **Event Type**. Choose appropriate **Event Tags** – if your event is for all undergraduates, choose **Open to all UGR Students**; if your event is specific to first years, choose **For New UGR Students**.
3. Select your **Date/Time** and include your **video conferencing link**. **Photo/Flyer** and **More Details** are optional.
4. **Set your Access & Display Options**.
 - **Everyone**: events open to all students
 - **The Wharton School CampusGroups users**: open only to Wharton students
 - **Some The Wharton School users**: allows you to restrict access to certain graduating classes, and you can also restrict access to **group members only**. If you restrict registration access, be sure to restrict display access to **just the people who are allowed to register**.
5. Choose your **Registration Options** or provide a link to external registration and **click Create Event**. Your event will now display in the CampusGroups calendar based on your display options.

[Top](#)

Submitting an Event in CampusGroups (Instructional Video)

[Top](#)

Questions?

For questions about your CampusGroups account:

- Contact: computing.wharton.upenn.edu
- Email: support@wharton.upenn.edu

If you experience an error in the CampusGroups website:

- Contact: <https://help.campusgroups.com/en/>
 - Email: support@campusgroups.com
-